

## INFORMATION DISCLOSURE ON THE PROCESSING OF PERSONAL DATA

This information disclosure describes the operations carried out on the personal data of users collected by the website on the occasion of:

- access and/or registration within the customer area (My Results)
- sending a CV in the "Work with us" section
- subscribing to the newsletter
- sending requests for information through the "Contact us" form
- sending requests to participate in training courses through the appropriate forms

This information is also provided pursuant to art. 13 of Reg. EU 2016/679 to those who interact with the *webservices*, accessible electronically from the address: [www.labanalysis.it](http://www.labanalysis.it)

*The information disclosure is provided only for the website [www.labanalysis.it](http://www.labanalysis.it) and not for other websites that may be consulted by the user through links.*

### Table of Contents

<b>INFORMATION DISCLOSURE ON THE PROCESSING OF PERSONAL DATA</b> .....	1
THE "DATA CONTROLLER" .....	2
TYPES OF DATA PROCESSED .....	2
<b>OPTIONAL NATURE OF THE PROVISION OF DATA</b> .....	3
<b>REDIRECTING TO EXTERNAL SITES</b> .....	3
DATA PROCESSING METHODS.....	4
<b>01. MY RESULTS - DATA PROCESSING FOR PURPOSES OF ACCESS TO THE RESERVED CUSTOMER AREA</b> .	4
<b>02. WORK WITH US - DATA PROCESSING FOR SENDING CVs</b> .....	5
<b>03. NEWSLETTER - PROCESSING OF E-MAIL ADDRESS FOR SENDING COMMUNICATIONS</b> .....	5
<b>04. CONTACTS - DATA PROCESSING FOR ASSISTANCE/CUSTOMER CARE OR INFORMATION REQUEST PURPOSES</b> .....	6
<b>05. DATA PROCESSING FOR ENROLMENT IN TRAINING COURSES</b> .....	6
<b>06. DATA PROCESSING IN ORDER TO ALLOW THE USER THE EXERCISE OF RIGHTS</b> .....	7
<b>07. DATA PROCESSING FOR THE PURPOSE OF ASCERTAINING, EXERCISING OR DEFENDING A RIGHT</b> ...	7
<b>08. CATEGORIES OF SUBJECTS TO WHOM THE DATA MAY BE COMMUNICATED</b> .....	8
<b>POLICY CHANGES</b> .....	8

## THE "DATA CONTROLLER"

Following consultation of this website, data relating to identified or identifiable persons may be processed.

**Depending on the services that the User needs**, they will be directed to the dedicated page. Below is the list of Data Controllers relating to the specific pages of the website:

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**Labanalysis HSE Science S.r.l.**, registered office in Via Aristotele, 4 – 42122 Reggio Emilia (RE), Tel. +39 0522 331031, E-mail: [info@labanalysis.it](mailto:info@labanalysis.it)

**Labanalysis Group S.r.l.**, registered office in Via Rota Candiani, 13 – 27043 Broni (PV), Tel. +39 0385 287128, E-mail: [info@labanalysis.it](mailto:info@labanalysis.it)

**Labanalysis Process Pharma S.r.l.**, registered office in Via Europa, 5 – 27041 Casanova Lonati (PV), Tel. +39 0385 287128, E-mail: [info@labanalysis.it](mailto:info@labanalysis.it)

**Labanalysis Life Science S.r.l.**, registered office in Via Rota Candiani, 13 – 27043 Broni (PV), Tel. +39 0385 287128, E-mail: [info@labanalysis.it](mailto:info@labanalysis.it)

Individual Data Controllers will process personal data for the following purposes:

- Management of the reserved area
- Sending newsletters
- Management of requests for information
- Management of CVs and the data connected to them
- Management of enrolments in training courses
- Management of requests to exercise rights
- Establishing, exercising or defending a right

## TYPES OF DATA PROCESSED

### ***Browsing data***

The computer systems and *software* procedures used to operate this *website* acquire, during their normal operation when the site is loaded into the browser, some personal data whose transmission is implicit in the use of Internet communication protocols.

This information is not collected to be associated with identified data subjects, but by its very nature could, through processing and association with data held by third parties, allow users to be identified.

This category of data includes the IP addresses or domain names of the computers used by users who connect to the site, the *URI (Uniform Resource Identifier)* addresses of the requested resources, the time of the request, the method used to submit the request to the server, the size of the file obtained in response, the numerical code indicating the status of the response given by the *server* (successful, error, etc.) and other parameters related to the user's operating system and computer environment.

These data are used for the sole purpose of obtaining anonymous statistical information on the use of the site and to check its correct functioning and are deleted immediately after processing. The data could be used to ascertain responsibility in the event of hypothetical computer crimes against the site: except for this eventuality, at present the data on *web* contacts do not persist for more than seven days.

#### *Data provided voluntarily by the user*

The optional, explicit and voluntary sending by email to the addresses indicated on this site involves the subsequent acquisition of the sender's address, necessary to respond to requests, as well as any other personal data included in the message.

Specific summary information will be reported or displayed on the pages of the website prepared for particular services on request.

#### **Cookies**

For information on cookies on the website, please refer to the [Cookie Policy](#).

## OPTIONAL NATURE OF THE PROVISION OF DATA

Apart from what is specified for browsing data, the user is free to provide personal data if requested in specific sections of the site by filling in the relevant forms. Failure to provide them may make it impossible to obtain what is requested. This policy indicates, for each processing, the consequences of any refusal to provide personal data.

## REDIRECTING TO EXTERNAL SITES

This website may use the so-called "social plug-ins". "Social plug-ins" are special tools that allow you to incorporate the functions of the Social Network directly into the website. All "social plug-ins" on the website are marked with the respective logo owned by the social network platform.

When you visit a page of our website and interact with the "plug-in" or decide to leave a comment, the corresponding information is transmitted by the browser directly to the relevant social network platform (e.g. LinkedIn) and stored by it.

For information on the purposes, type and methods of collection, processing, use and storage of personal data by the social network platform, as well as how to exercise your rights, please consult the Privacy Policy of the relevant social network.

## DATA PROCESSING METHODS

Personal data are processed with computer tools, sometimes automated, for the time strictly necessary to achieve the purposes for which they were collected.

Specific security measures are observed to prevent data loss, illicit or incorrect use and unauthorised access.

### 01. MY RESULTS - DATA PROCESSING FOR PURPOSES OF ACCESS TO THE RESERVED CUSTOMER AREA

The Data Controllers indicated above will process the user's personal data to allow access to the "My Results" Reserved Area of the website and the use of the services reserved for registered users.

The legal basis for the aforementioned processing is the fulfilment of the contract or, as the case may be, the execution of pre-contractual measures adopted at the request of the data subject. For these purposes, the data will be processed for the time strictly necessary to carry out the individual processing activities, namely:

- To allow the user to access and browse the Website
- To allow the user to access the Reserved Area through their account and to use the services reserved for registered users
- To allow the user to access the Website and browse as a logged-in user, recognising the user regardless of the device used
- To maintain and manage the user's account
- To store data and information in the user's account (personal information, history of his or her orders, any laboratory results, etc.)
- To execute the contract for the supply of the chosen service

The provision of data for the purpose in question is optional. However, since the processing is necessary to allow access to the Website and/or browsing and/or registration and/or provision of account management and maintenance services or to respond to pre-contractual requests made by the user, failure to communicate the data will make it impossible for the user to access and/or

browse the Website and/or register on the Website and to use the services reserved for registered users and/or to receive a response to requests made.

## 02. WORK WITH US - DATA PROCESSING FOR SENDING CVs

The Data Controllers indicated above will process the personal information of users, including the CVs sent in the attachment, provided in the appropriate data collection forms on the "Work with us" page, for the management of hiring, the scheduling of an interview and any subsequent obligations. The legal basis of this processing is the execution of pre-contractual measures at the request of the data subject, as indicated by Legislative Decree no. 101/2018 to art. 111-*bis*.

The provision of data is always optional, however, in the event of incorrect or non-provision of some data, it will not be possible to send them or carry out subsequent processing activities.

The CVs received will be kept for a maximum period of 2 years, after which they will be deleted or destroyed.

The user has the right to object to the processing of personal information concerning him or her for the purposes in question by contacting the individual Data Controllers by e-mail, at [info@labanalysis.it](mailto:info@labanalysis.it) and specifying the reference company name.

In case of opposition, the data and CVs will be promptly deleted or destroyed.

## 03. NEWSLETTER – PROCESSING OF E-MAIL ADDRESS FOR SENDING COMMUNICATIONS

The Data Controllers indicated above will process the e-mail coordinates provided by the user in the context of the user's voluntary subscription to the newsletter service through a dedicated form on the website, to send promotional messages relating to products, services, activities and events of the Data Controllers themselves.

The legal basis of this processing is consent, to be provided freely before sending personal data. If consent is not given, the data cannot be sent (in the case of the dedicated contact form) and the e-mail address provided will not be used to send promotional emails and/or company communications.

The interested party may, at any time, revoke the consent given by opt-out present in each footer of the communications received or by writing to us by e-mail, at the address: [info@labanalysis.it](mailto:info@labanalysis.it) and specifying the reference company name.

For the sending of newsletters, the Data Controllers will process the user's data until the exercise of the right of opposition.

#### 04. CONTACTS – DATA PROCESSING FOR ASSISTANCE/CUSTOMER CARE OR FOR INFORMATION REQUEST PURPOSES

The Data Controllers indicated above will process users' data for general assistance and customer care activities and therefore to respond to requests for information from users or to respond to complaints, reports, disputes.

The legal basis for this processing is the fulfilment of the contract.

The provision of data for the purpose in question is optional. However, failure to communicate data and/or exercise the right to object may make it impossible to respond to requests and/or reports and/or complaints and/or disputes from users, if the response to such requests involves the processing of the user's personal information (e.g. e-mail address). The user has the right to object to the processing of personal information concerning him or her for the purposes in question by contacting the individual Data Controllers by e-mail, at [info@labanalysis.it](mailto:info@labanalysis.it) and specifying the reference company name. In the event of opposition, the Data Controllers will refrain from further processing the personal information of users for this purpose, unless they demonstrate the existence of compelling legitimate reasons to proceed with the processing that prevail over the interests and rights and freedoms of the data subject or for the establishment, exercise or defence of a right in court.

For this purpose, the Data Controllers indicated above will process the user's data for the time necessary to carry out the requested activities.

#### 05. DATA PROCESSING FOR ENROLMENT IN TRAINING COURSES

The Data Controllers indicated above will process the personal information of users, provided in the appropriate data collection forms, to manage registrations for training courses provided by the Data Controllers themselves. The legal basis of this processing is consent, freely provided by the user. In the event of failure to provide the data, they cannot be sent and therefore the processing will not take place.

The data will be kept until the request is fulfilled or, for a later period, to fulfil the obligations deriving from the request itself, for example the management of the training course and subsequent obligations.

The user has the right to withdraw consent and/or object to the processing of personal information concerning him or her for the purposes in question by contacting the individual Data Controllers by e-mail, at [info@labanalysis.it](mailto:info@labanalysis.it) and specifying the reference company name. In the



event of revocation or opposition, the data will be deleted or not processed.

## 06. DATA PROCESSING IN ORDER TO ALLOW THE USER THE EXERCISE OF RIGHTS

Pursuant to the provisions of Articles 15 to 21, 7 and 77 of EU Regulation 2016/679, the subjects to whom the personal information refer (users of the website) have the right at any time to obtain confirmation of the existence or not of the same data and to know its content and origin, verify its accuracy or request its integration or updating, or rectification.

Users also have the right to request the cancellation, transformation into anonymous form or blocking of data processed in violation of the law, as well as to oppose in any case, for legitimate reasons, their processing.

Requests should be sent by e-mail to [info@labanalysis.it](mailto:info@labanalysis.it), specifying the reference company name.

The Data Controllers indicated above will process user data in order to:

- Receive and respond to requests to exercise data protection rights. The legal basis for this processing is the fulfilment of legal obligations to which the Data Controllers indicated above are subject.

The provision of data for the purposes in question is mandatory, since the processing is necessary to allow the individual Data Controllers to comply with legal obligations as well as the user to exercise the rights that the law or the contract assigns to them. Any refusal to provide data for this purpose will make it impossible for the user to exercise these rights.

For this purpose, the individual Data Controllers will keep and process the data until the expiry of the legal terms provided for the exercise of the right or, in the case of the exercise of these rights, for the time necessary for the management and closure of the file.

## 07. DATA PROCESSING FOR THE PURPOSE OF ASCERTAINING, EXERCISING OR DEFENDING A RIGHT

The Data Controllers indicated above will process users' data for the establishment, exercise or defence of a right in all competent locations.

The legal basis for this processing is the legitimate interest of the Data Controllers.



## 08. CATEGORIES OF SUBJECTS TO WHOM THE DATA MAY BE COMMUNICATED

Your data may be sent to the recipients or categories of recipients listed below:

- Authorised persons within the Data Controller's companies, who deal with the services proposed on this website and follow up on any requests sent by filling in the various forms
- External data processors (e.g. software developer who deals with the maintenance and management of the website)

## POLICY CHANGES

This Privacy Information disclosure is subject to changes and updates. Any such changes will be published on this webpage and will indicate the date in which they take effect.

Last change of the information disclosure: 02/01/24

*This document has been prepared in the name and on behalf of LabAnalysis Environmental Science S.r.l., LabAnalysis HSE Science S.r.l., LabAnalysis Group S.r.l. LabAnalysis Process Pharma S.r.l. LabAnalysis Life Science S.r.l. by 01 S.r.l. –*

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